

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** February 16, 2015  
**CC:** All Departments

*Carter*



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### Important Notes to All:

**I will be on vacation from 02/14 - 02/19, but available by mobile if needed.**

**Business Session:** The following supplements or substitutes for memos in your packet: N/A

**Workshop:** N/A

**Weekly Activities:** (Covers 02/02 to 02/13) I attended the Blue Loon Advisory Group. I attended the Insurance Advisory Group along with an NHIT representative. NHIT allows a \$400 per insured member (over 18 years old) contribution toward the annual Wellness Program. We worked through an allocation of these funds to activities the IAG thought best served our employees and insureds while hopefully encouraging habits which can help us – collectively – control health care costs. Lower outlays equal lower insurance premiums. I attended the group working on the UNH Needs & Feasibility Study. I testified on behalf of the perambulation legislation offered by Representative Crawford (HB250). We had a large collection of surveyors arrayed against us so I am not overly optimistic about its chances of success. I attended the ABC meeting to brief them on the Police CBA. I conducted the initial portion of the evaluations on Department Heads who have these annually. We will wrap these up upon my return from vacation. The BRC Site Study group met with the architect with a hoped for final submission from him on or about 03/15. The UNH Study group was to also meet, but was cancelled due to the storm. Heidi and I have done another run-through on aligning all of the job descriptions, adding the new Fire pay schedule and inserting Susette's request on the proposed Office Clerk position. Our hope is to have that before you on 02/26. The new DRA system on warrant review led to delays in getting the final product to the printer so our Town Report may be as late as 02/27.

**Finance & Personnel:** Nothing to report this week.

**Assessor:** Nothing to report this week.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** On Monday, the crew was back in at 4 a.m. for a continuation of storm #13. The crews plowed and treated throughout the day. During the storm truck #10 was taken out of service for a broken inner rear wheel, and truck #6 suffered a broken lower wing arm which was repaired and put back in service. The private contractors plowed the private roads twice during the duration of the storm which left a final accumulation of 6-8". Highway crews assisted with plowing

Suissevale due to contractor shortages. On Tuesday, the crew did storm clean up. Agent Kinmond attended TRC meeting at the Land Use Office. Another 120 tons of salt was ordered from Morton Salt as no salt deliveries have been received from the state contract vendor, Granite State Mineral (90 tons still owed from previous order 2 weeks ago). On Wednesday, the crew did equipment maintenance: Windshields in trucks #15 and 7, WMF's loader heater not working (bad switch), and WMF's skid steer rotary lamp. The crew bucketed back snow banks on the west side of Town (second Neck area), and mixed approximately 350 tons of winter sand/salt mix and 30 tons of salt with liquid deicer. On Thursday, the crew pushed and winged back Town and private roads, completing approximately 50%. Using the backhoe, the crew bucketed back areas on Moultonboro Neck, mixed winter sand/salt (350 tons). During the winging operations truck #9 suffered wing arm and rear mounting slide damages and was taken out of service for warranty repair as the welds on the rear slide mount appeared defective. On Friday, the crew maintained equipment with oil changes on trucks #2 and 7, cutting edge on truck #8, and repair of rear sander lights on truck #6. The equipment was prepared for storm #14 forecasted for the weekend. Agent Kinmond attended NHPWA BOD meeting at NHDOT-HQ, and picked up plow parts. On Saturday, light snow started around 9 a.m. and continued throughout the day with only less than an inch of accumulation. Agent Kinmond was out in the morning to check drifting at LI Beach, and then again in the evening to check travel due to the snow, which was found to be good. On Sunday, at 2 a.m., Agent Kinmond was out checking roads, with moderate snow and winds had picked up. Highway crews assisted with plowing of Suissevale due to contractor shortages. The crew was called in at 2:30 a.m., and private contractors called in at 4 a.m. The Town crews wrapped up operations at noon. Agent Kinmond and one on-call worker were in at 4:30 p.m. to handle drifting snow Town-wide.

Facilities & Grounds: The Highway Crew assisted with rink maintenance, treating the ice with the Zamboni daily and snow removal (twice) over the week. The Grounds crew did walkway winter maintenance and recyclables. Facilities worker handled a work order at Town Hall - HVAC issue, PSB - plumbing issue and overhead garage door issue and assisted with winter maintenance operations. FW Daigneau also worked on shelving for storage container.

Waste Management: Supervisor Greenwood reported that they worked on making more room for snow. He attended the monthly NRRA meeting. In addition, scrap metal and cardboard have seen declining values.

The Week Ahead: Winter Storm clean up and general maintenance.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 430 log entries, which included the following calls for service: 16 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 4 complaints, 1 MV Accident, 2 MV Complaints, 12 residential alarms, 4 commercial alarms and 1 K-9 complaint.

**Moultonborough Fire Department:** Year to date there has been 80 calls for emergency service. For the period of 2/6/2015 to 02/12/2015 there were 15 calls for service: There were (9) Medical Emergencies, (1) Motor Vehicle accident, (1) Excessive Heat call, (1) False Alarm, (1) Good Intent call, (1) Public Service call, and (1) Lift Assist.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:43 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:48 minutes

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 16:30 minutes  
Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

Operations: During the week of 2/6/15 to 2/12/15 there was one request for information. Occupancy inspections were conducted at Pat's Pizza and the Lion's Club. A Department meeting was held on February 12.

Development Services: Nothing to report this week.

Town Planner: Nothing to report this week.

Code Enforcement: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Last Saturday, the 5<sup>th</sup> & 6<sup>th</sup> grade level of basketball, both boys and girls, wrapped up their seasons with a round robin tournament at Interlakes. The Carroll County teams will continue to practice this week and participate in the Carroll County Tournament next week. On Friday, February 20<sup>th</sup>, MRD will host the Father/Daughter Dance for girls in grades 2-6 and their Dads. The dance will take place at Moultonborough Academy, and will be catered by Café Services. We are expecting a great turn out for this year's event. On Saturday, families will be coming out to Playground Drive for the 3<sup>rd</sup> annual Cardboard Box Sled Derby. The event will take place on the hill by the softball field at 1 p.m. Judges will be on hand to award numerous ribbons for creativity, speed, and best wipe out! MRD is hoping for another great turnout for this event. MRD will host a skating party at the rink and a sledding party during the school vacation next week. Participation at each event is free. However, concessions will be sold at the skating party, due to the fact that the event is in the evening. Everyone is welcome at these outdoor winter events. Donna K. will be meeting with the joint BoS/School Board Committee for Facility Use on Thursday, February 19.

**Important Dates to Remember**

**Selectmen's Meeting, February 19, 2015, 7 PM**

**County Commissioners Meeting, County Admin. Building, February 25, 2015, 9 AM**

**Selectmen's Work Session, February 26, 2015, 4 PM**

**\* Staff Meeting, February 20, 2015 @ 9 AM \***